



26379 Fremont Road
Los Altos Hills, CA 94022
Phone: 650-941-7222
Fax: 650-941-3160

TOWN OF LOS ALTOS HILLS COMMUNITY SERVICE APPLICATION

Town citizens are encouraged to apply at any time to serve on the Town's committees, and certain special appointed positions. Applications are reviewed when openings are available; qualified applicants will then be invited to interview with the City Council. This application is intended to assist the City Council to learn more about you and your interests in serving on one of the Town's committees.

Preference for serving on: _____

Name: _____ Registered Voter: Yes No

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email: _____ Number of Years Town Resident _____

What motivated you to apply to serve on the Committee/Commission?

How many meetings have you attended of the Committee/Commission for which you are now applying?

Please describe your involvement in community activities, civic and volunteer organizations.

What skills and/or attributes will you bring to the Committee/Commission you are applying for?

What particular area of responsibility on this committee/commission interests you?

Education Background/Professional Activities:

Please state reasons why you want to become a member of this Committee, including what specific objectives you would be working toward as a member of this Committee:

Membership on standing committees often entails meetings throughout the year, and most committees meet at least once monthly, can you be available for these meetings?

Yes

No

I voluntarily submit this application to the Town of Los Altos Hills Standing Committees, and verify that the information contained in this application is correct.

Signature: _____

Date: _____

After completing the form, you can either:

1. Save the form, and email as an attachment to: dpadovan@losaltoshills.ca.gov, or
2. Print out the form and fax it to: Attention-Deborah Padovan at 650-941-3160, or
3. Print out the form and mail it to: Deborah Padovan, 26379 Fremont Road,
Los Altos Hills, CA 94022

Please let us know how you heard about the Town's committees and membership application:

Town Newsletter _____

Newspaper _____

Online News _____

Town Website _____

Friends/Neighbors _____

Town Event _____

Other (please explain) _____

FOR YOUR INFORMATION:

- Please note that your appointment will be posted on the Town's website as a Standing Committee member. Your signed application is public record and will be available on request.
- Copies of the appropriate resolutions, mandates and certain requirements for appointment to the Town's Standing Committees are available online at: www.losaltoshills.ca.gov.
- The current number of vacancies on each committee is also available on the Committee's webpage.

Questions and additional information regarding the selection process should be directed to the City Clerk at 650-941-7222.

Thank you for your interest in serving your community!

CODE OF CONDUCT FOR TOWN OF LOS ALTOS HILLS APPOINTED PERSONS

Preamble:

Appointees are volunteers who desire to provide their time, service and expertise to the Town.

Appointment to any Los Altos Hills Town Committee or Commission is contingent upon each prospective appointee's acceptance of this Code of Conduct.

Appointees agree that their service is intended for the greater benefit of the Town and not for any private, commercial or personal interest.

Whereas Appointees further agree to:

- A. Abide by the laws of the Federal, State or County and the Town's regulations and ordinances and to follow the direction of legal authorities.
- B. Accept and follow Town Council defined charters, objectives and requirements and to provide their service, advice and recommendations to the Council and, if approved by the Council, to others.
- C. Not disclose confidential information that they may discover during their service unless legally authorized to do so.
 - i. Such information shall not be used to advance the personal, financial or private interests of themselves or others.
- D. Recuse themselves if or when a situation arises in which a member could be perceived to have a conflict of interest.
- E. All discussions, decisions and votes must be made in public and shall follow the provisions of the Ralph M. Brown Open Meeting Act.
 - i. Periodic bi-annual Ethics and Brown Act training will be required.
- F. Keep official discussions within the body's charter.
- G. Consider issues that come before the body by using an objective, responsible and equitable process.
- H. Treat all persons in a courteous, dignified and professional manner.
 - i. Confront Ideas and Issues --- but not People.
 - ii. A Personal attack, in any form, by an appointee to any other person(s) is unacceptable behavior.
- I. Use Town bestowed titles or positions only when conducting Town business, for information purposes or to qualify their background and expertise and not for personal gain or to promote ideas that their committee have not approved.
- J. Reject any form of gifts or compensation from any entity or person for their service except when authorized by the Town Council.
- K. Respect and follow established channels of communication with Town staff.
- L. Use Town equipment, supplies, personnel or facilities for approved Town activities only.
 - i. Care should be exercised when requesting Town staff services.
- M. Satisfy all participation requirements that the Town or the body may impose upon its members.
 - i. Respect others by being on time and properly prepared to conduct the body's business.